

Career Opportunity

Pretrial Services Intake Coordinator

Classification Level: 23

Starting Salary Range: \$34,069—\$42,586
Classification Level Salary Range: \$34,069—\$55,363

AN EMPLOYMENT OPPORTUNITY OPEN TO ALL QUALIFIED CANDIDATES.

POSITION SUMMARY:

This position is located in the Pretrial Services Office in Detroit, MI, reporting directly to the Administrative Supervisor. The employee provides specialized technical and administrative support to pretrial services officers in a wide range of areas, including assisting with conducting investigations, compiling criminal histories, statistical data entry, case file monitoring, archiving, and intake responsibilities. The work is generally performed in an office setting. Work requires regular contact with persons who may have violent backgrounds and may require light to moderate lifting. Occasional travel within the district may be required.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES INCLUDE:

Provide office support and assistance for the administrative functions of the office, which may include any or all of the following duties and responsibilities:

- Perform receptionist duties by greeting visitors/clients in person and on the telephone, answering routine questions, and directing visitors/callers to the appropriate person or department.
- Prepare reports, form letters, notices, and other correspondence using templates and forms. Assist with preparing correspondence and documents, including typing, keyboarding, formatting, and generating documents.
- Perform data entry functions, entering data and information into the office's computerized database system.
- Generate standard reports from databases and computerized systems. Track statistics and data.
- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; process mail requiring special handling; and, provide outside messenger service.
- Maintain, update, and track paper and electronic files; make copies and deliver documents to staff. Assist records and reproduction staff with scanning, copying, filing, stamping, and locating files and documents.
- Report matters regarding the office's physical needs (such as heating, cooling, lighting, and cleaning).
- File inactive case folders in assigned month, purge inactive cases for archiving.
- Retrieve information from database systems as requested by officers, law enforcement officials, and other interested parties.
- Perform other duties as assigned.

***Announcement
Number: 14-06***

Posted: February 21, 2014

Closes: March 21, 2014

Location: Detroit, MI



U.S. District Court
Eastern District of Michigan
www.miept.uscourts.gov
www.mied.uscourts.gov

The Theodore Levin
United States Courthouse
231 West Lafayette Blvd.
Detroit, MI 48226
Attention: Human Resources
Room 848
E-mail application materials to
"apply@mied.uscourts.gov"
Subject: 14-06 PSA Intake
Coordinator

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QUALIFICATIONS:

Qualifications must be met at the time of application.

Required: Applicants must possess a High School Diploma or equivalent and a minimum of 2 years of general experience as defined below. For placement above the minimum, at least one year of specialized experience as defined below is required.

General experience is defined as progressively responsible clerical or administrative experience in a professional office setting that indicates the possession of the particular knowledge and skills needed to perform the duties of the position.

Specialized experience is defined as progressively responsible clerical or administrative experience in a professional office setting requiring the regular and recurring application of clerical or administrative procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws; and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, report generation and database applications.

Preferred: A degree in a related field from an accredited college or university. Knowledge of Word or Word Perfect, Lotus Notes, Excel, Power Point and other Windows applications. Prior court experience desirable. At least three years specialized experience as defined above.

PROCEDURES FOR APPLYING:

To be assured consideration, please submit the following single-sided documents **ONLY:** a cover letter (include announcement number), resume **and completed application** (download from the Court website) to the address at the left by the closing date. E-mail submission is preferred. E-mailed documents must be in WordPerfect, Word or PDF format. Zip files and faxes will not be accepted.

Application materials that do not adhere to the Procedures for Applying may not be considered. Applicant materials submitted in addition to the required documents will not be considered or retained. Separate application must be made to individual vacancy announcements.

A general skills assessment will be administered. Only those applicants selected for assessment will be contacted. Travel reimbursement in connection with the selection process and/or relocation is not authorized.

An Equal Opportunity Employer

All applicants must be a U.S. citizen or be eligible to work in the United States.

All appointments subject to FBI Fingerprint Background Check; with periodic reinvestigation, if applicable.

Retention depends upon a favorable suitability determination.

All appointments also subject to mandatory electronic funds transfer.

More than the advertised number of positions may be filled with this announcement.